

1 February 1996

Training

CAP OPERATIONAL MISSIONS

This regulation prescribes concepts, policies, and standards which govern the training and qualification of all Civil Air Patrol (CAP) supervisory, ground, and flight personnel in the accomplishment of CAP operational missions. The National Commander prescribes the minimum CAP operational mission training program and associated training/evaluation requirements. Practices, procedures, and standards prescribed in this regulation are mandatory. All suggestions for modification and improvement of the program will be forwarded through the chain of command to HQ CAP/DO.

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Chapter 1

GENERAL INFORMATION

1-1. Purpose and Scope. This regulation provides direction for CAP operational mission training activities.

1-2. Explanation of Terms. The following terms used throughout this regulation are defined and explained as follows:

a. **AFRCC.** Air Force Rescue Coordination Center which directs and coordinates Air Force authorized missions in search and rescue situations

b. **AFNSEP.** Air Force National Security Emergency Preparedness Office which is responsible for issuing Air Force mission authorization for disaster relief situations.

c. **CAP Operational Mission.** A mission requiring the specialty ratings delineated in Chapter 2 of this regulation.

d. **CAP Form 101.** Operational Mission Specialty Qualification Card issued to CAP members who are qualified and authorized to perform general emergency services (ES) or particular specialty rating duties.

e. **CAP Form 101CN.** Counterdrug Specialty Qualification Card issued to CAP members who are qualified and authorized to participate in counterdrug mission operations.

f. **CAP Form 101T.** Operational Mission Specialty Qualification Training Card issued to CAP members who are training to become qualified in a particular operational specialty rating (not applicable to the counterdrug program).

g. **USAF-Assigned Reimbursable Mission.** Any CAP flight activity flown under an Air Force mission number and Air Force mission symbol for which Air Force reimbursement is provided.

h. **USAF-Assigned Nonreimbursable Mission.** Any CAP flight activity flown under an Air Force mission symbol for which Air Force reimbursement is not provided.

i. **CAP Corporate Mission.** Any CAP operational mission which is not an Air Force-assigned mission and is flown in accordance with CAPR 60-1.

1-3. Responsibilities. All commanders and members must strictly enforce and comply with the provisions of this regulation. A viable training program is essential to preparing CAP personnel for accomplishment of CAP operational missions.

a. **Wing Commanders.** Each wing commander is responsible for the proper training and qualification of all CAP personnel assigned to their wing.

b. **Wing Directors of Operations.** The wing director of operations is responsible for accomplishment of the

following, some of which may be delegated to the wing emergency services officer:

(1) Ensure sufficient qualified personnel are available for operational missions.

(2) Monitor operational mission activities, including training and actual missions.

(3) Coordinate operational mission training requirements and training with other CAP staff agencies.

(4) Maintain records on individual CAP personnel documenting:

(a) Accomplishment of qualification training required by this regulation.

(b) Issuance of Specialty Qualification Cards (CAP Form 101).

(5) Coordinate with state and local agencies for training, joint exercises, etc.

(6) Ensure adequate initial, upgrade, and currency training activities are conducted to maintain the qualification and proficiency of operational mission personnel.

(7) Ensure proper documentation and retention of records for operational mission activities.

c. **Unit Commanders.** Each unit commander shall:

(1) Ensure individuals satisfy all applicable requirements stated in paragraph 2-4 before issuing CAP Form 101T.

(2) Ensure individuals satisfy all applicable requirements specified in paragraphs 2-3 and 2-4 before recommending issuance of a Specialty Qualification Card (CAP Form 101).

(3) Ensure adequate coordination with local agencies for training, joint exercises, etc.

1-4. Supplements/Operating Instructions. No supplements or operating instructions (OIs) may be issued to this regulation by any unit below wing level except the Congressional Squadron. Supplements or OIs may be issued to paragraphs 1-2 and 2-8 of this regulation without prior approval of HQ CAP/DO. Supplements or OIs affecting any other aspect of this regulation may only be issued with the prior written approval of HQ CAP/DO.

1-5. Funding. Civil Air Patrol members and units may be reimbursed for designated expenses incurred during USAF-assigned reimbursable missions. CAPR 173-3 must be reviewed for current reimbursement policies and procedures. State, Red Cross, and other agencies may provide funding of other training activities according to prearranged agreements.

1-6. Wing Emergency Services Recognition. Each calendar year, CAP-USAF/CC presents two emergency services awards within each region. One is presented to the wing demonstrating the best sustained search and rescue performance/capability and the other to the wing demonstrating the best disaster relief performance/capability. These awards are permanently retained by the winning wings. Selection of the wings receiving these awards is accomplished by the respective CAP-USAF Liaison Region Commander based upon the following:

- a. Results of required evaluations.
- b. Quality and quantity of emergency services training activities during the year.
- c. Performance during actual emergency services missions.
- d. Cooperation between the CAP wing and state and local disaster relief agencies (Red Cross, Salvation Army, FAA, etc.).

Chapter 2

OPERATIONAL SPECIALTY RATINGS/PERFORMANCE STANDARDS

2-1. General. This chapter defines authorized CAP operational specialty ratings, qualification and training requirements, and minimum performance standards.

a. Authorization for CAP members to perform various operational specialties is limited to personnel who have successfully completed the training required and satisfactorily demonstrated their ability to meet the performance standards for the particular specialty rating.

b. A specialty qualification card, CAP Form 101 or 101CN, will not be issued to a member until the requirements specified in this regulation have been satisfied.

c. The training/qualification requirements of this chapter are the minimum required. Training should not stop with initial qualification since professional performance demands continuous training. Examples of continuation training programs available are: AFRCC's National SAR School Inland Course, Federal Emergency Management Agency (FEMA) study courses, CAP and USAF training missions, etc.

d. **Persons attaining a qualified status under this regulation who will be using CAP frequencies must obtain appropriate communications certification in accordance with CAPM 100-1. Trainees do not need this certification when using these frequencies under the direction of a properly certified instructor.**

e. **Bloodborne Pathogen Protection.** Two primary first responders on each ground team must receive bloodborne pathogen training from a knowledgeable person and have it documented by the wing commander. This training can be accomplished by CAP members that have medical training or have been trained in bloodborne pathogens and should follow current Occupational Safety and Health Administration guidelines. Other sources for the training are Air Force medical facilities (on a space available basis) and civilian agencies electing to donate this service to CAP.

2-2. Specialty Qualification Cards (CAP Form 101/CAP Form 101CN/CAP Form 101T). Application for CAP Forms 101 and 101T is made on CAP Form 100 (Attachment 3). Application for CAP Form 101CN is made on CAP Form 83 (see Attachment 18 and Attachment 19).

a. Prior to application for CAP Form 101, 101T, or 101CN, senior members must complete Level 1 Orientation (including cadet protection program training) and cadets must complete phase 1 of cadet training.

b. Except as specified in paragraph b. below, a Specialty Qualification Card, CAP Form 101, is initially issued by the wing (or region) commander to personnel who satisfactorily complete all training and evaluation requirements specified for the requested specialty rating listed in c. and d. below. Specialty ratings listed on CAP

Form 101 remain valid through the last day of the 24th month from the date issued. Authority to issue the initial CAP Form 101 in each specialty may not be delegated below wing level.

c. A Counterdrug Specialty Qualification Card, CAP Form 101CN, is issued by National Headquarters, through the wing commander, to personnel who have satisfied the applicable program requirements including attending a counterdrug orientation session. See Attachment 18 for specific orientation and CAP Form 101CN instructions. CAP Form 101CN remains valid indefinitely unless revoked, membership is terminated, or the member fails to renew membership within 90 days of expiration.

d. A Specialty Qualification Training Card, CAP Form 101T, for the Mission Coordinator specialty rating is issued by the wing (or region) commander to experienced personnel training for this specialty. The Mission Coordinator specialty rating will be renewed by the wing (or region) commander.

e. A Specialty Qualification Training Card, CAP Form 101T, is issued by the unit commander to personnel training for the specialty rating qualifications listed in (1) through (12) below:

- (1) Air or Ground Operations Director.
- (2) Air Search Coordinator.
- (3) Ground Search Coordinator.
- (4) SAR/DR Mission Pilot.
- (5) Mission Observer.
- (6) Mission Scanner.
- (7) Ground Team Leader.
- (8) Ground Team Member.
- (9) Information (Public Affairs) Officer.
- (10) Flight Line Officer.
- (11) Communications Unit Director.
- (12) Radio Operator.

An individual may be in training for up to three specialty ratings at any one time. This permits them to receive practical experience and training under the direct supervision of qualified instructors. To receive credit for field training, a trainee must have the instructor providing the training endorse CAP Form 101T indicating the date, specialty, mission number, and type of mission. Pilots, observers, and scanners must also record the actual training hours flown. Members may not receive field training towards a specialty qualification rating unless that specialty is shown on CAP Form 101T.

f. In exceptional situations, wing (and region) commanders may accept equivalent training received from other agencies and waive all or portions (except flight checks) of the specialty qualification training requirements specified in paragraph 2-4. Such waivers must be

substantiated by appropriate documentation of equivalent training. Authority to waive training requirements shall not be delegated.

g. Training areas listed on CAP Form 101T do not expire, but are deleted once an individual becomes qualified and has the specialty rating added to the CAP Form 101. The CAP Form 101T should be retained and may be used for continued participation in a trainee status pending receipt of CAP Form 101 showing addition of the appropriate specialty rating qualification.

h. Only personnel holding a valid CAP Form 101 or 101CN containing the applicable specialty rating(s) may be assigned to perform duties on CAP operational missions. Individuals in training for a specialty rating may perform mission duties under the supervision of fully qualified personnel provided the trainee has a valid CAP Form 101T containing the particular specialty area and is otherwise authorized to participate in the specific mission activity involved.

2-3. Emergency Services Questionnaire and General Emergency Services Rating Requirements and Performance Standards.

a. Prior to any CAP personnel training or qualifying for emergency services operational specialty ratings, they must satisfactorily complete Part 1 of CAP Form 116, the Emergency Services Questionnaire, and obtain the general emergency services specialty rating (see 2-3b). Air crews (except Transport Mission Pilots) and selected staff personnel must also complete Part 2 of CAP Form 116. The questionnaire is administered by the unit training officer (or designee) prior to the first issuance of CAP Form 101T or 101 to a CAP member. Once successfully completed, the CAP Form 116 questionnaire is not repeated for additional specialty ratings or renewal of existing ratings. Documentation showing completion of this questionnaire is filed in the individual's master record. Answers to the questions will not be provided prior to taking the review. Questions missed should be corrected and explained to the trainee when the answer sheet is reviewed. This open book questionnaire, which is designed to guide individuals through a systematic study of CAPR 55-1 and CAPR 50-15, provides a basic knowledge of overall qualification, safety, and performance of emergency services operations.

b. A general emergency services specialty rating is required of all individuals initially qualifying in emergency services. It authorizes them to perform administrative and general operations support functions under the direction of qualified staff personnel. A general emergency services rating may also be issued to chaplains desiring to assist in emergency services operations. The following minimum requirements must be satisfied prior to issuance of CAP Form 101 containing the general emergency services specialty rating:

- (1) Current CAP member.
- (2) Satisfactorily complete CAP Form 116, Part 1.
- (3) Satisfactorily complete classroom instruction covering the following subjects:

- (a) CAP emergency services operations.
- (b) State/local laws and regulations.
- (c) CAP operational regulations, procedures, and associated forms.

2-4. Specialty Rating Requirements and Performance Standards. In each specialty rating, "Trainee" requirements must be completed prior to initiating requirements for "Qualified" status. In addition to the items specified in paragraph 2-3, the following minimum requirements must be satisfied prior to issuance of a CAP Form 101T and then CAP Form 101 containing the respective specialty rating(s):

a. Mission Coordinator:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

- (a) Satisfactory participation in at least one mission as a qualified Ground Team Leader or Member.
- (b) Satisfactory participation in at least one mission as a qualified Air Operations Director and one mission as a qualified Ground Operations Director.
- (c) Satisfactorily complete the classroom instruction specified in Attachment 7.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

- (a) Senior member at least 21 years of age.
- (b) Satisfactory participation in a minimum of two missions as a Mission Coordinator trainee.
- (c) Recommendation by a qualified Mission Coordinator.
- (d) Demonstrate a thorough knowledge and understanding of all aspects of CAP operational mission procedures and the ability to manage overall mission operations.

b. Air Operations Director:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

- (a) At least 18 years of age.
- (b) Satisfactorily complete CAP Form 116, Part 2.
- (c) Qualified SAR/DR Mission Pilot or Mission Observer (need not be current).
- (d) Satisfactorily complete the classroom instruction specified in Attachment 8.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

- (a) Satisfactory participation in a minimum of two missions as an Air Operations Director trainee.
- (b) Demonstrate to a qualified Mission Coordinator or Air Operations Director a thorough knowledge of operational mission procedures and ability to manage CAP air operations.
- (c) Recommendation by a qualified Mission Coordinator or Air Operations Director.

c. Ground Operations Director:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

- (a) At least 18 years of age.

(b) Qualified Ground Team Leader or Member (need not be current).

(c) Satisfactorily complete the classroom instruction specified in Attachment 9.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Ground Operations Director trainee.

(b) Demonstrate to a qualified Mission Coordinator or Ground Operations Director a thorough knowledge of operational mission procedures and ability to manage CAP ground operations.

(c) Recommendation by a qualified Mission Coordinator or Ground Operations Director.

d. Air Search Coordinator:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified SAR/DR Mission Pilot or Mission Observer (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 8.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of one mission as an Air Search Coordinator trainee.

(b) Demonstrate to a qualified Air Operations Director or Air Search Coordinator a thorough knowledge of airborne search operations and ability to coordinate CAP air search operations.

(c) Recommendation by a qualified Air Operations Director.

e. Ground Search Coordinator:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified Ground Team Leader or Member (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 9.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of one mission as a Ground Search Coordinator trainee.

(b) Demonstrate to a qualified Ground Operations Director or Ground Search Coordinator a thorough knowledge of ground search operations and ability to coordinate CAP ground search operations.

(c) Recommendation by a qualified Ground Operations Director.

f. Search and Rescue (SAR)/Disaster Relief (DR) Mission Pilot:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 175 hours pilot in command time including at least 50 hours of cross-country flying.

(d) Satisfactorily complete the classroom instruction specified in Attachment 10, paragraph 2.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 200 hours pilot in command time including at least 50 hours of cross-country flying.

(b) Satisfactorily complete intensive flight training as specified in Attachment 10, paragraph 3, including a minimum of three separate missions as a SAR/DR Mission Pilot trainee under the direct supervision of a qualified and experienced SAR/DR Mission Pilot. This training shall include all aspects of visual and electronic search procedures, air crew coordination, low altitude navigation with and without electronic navigation aids, and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment. Personnel operating in mountainous terrain must receive additional training in mountainous terrain search procedures.

(c) Recommendation by a qualified SAR/DR Mission Pilot.

(d) Demonstrate a thorough knowledge and understanding of all items listed on CAP Form 91 and satisfactorily complete an evaluation flight check (CAP Form 91) administered by a Mission Check Pilot.

NOTE: Personnel who have received training and demonstrated their proficiency in mountain search procedures will have their CAP Form 101 annotated "Mountain Qualified."

g. Counterdrug Flight Crew. Satisfy the following for issuance of a CAP Form 101CN (a training card shall not be issued for this specialty):

(1) Senior member at least 18 years of age who has been a CAP member for at least two years. Cadet time may count toward the two-year requirement with wing commander approval. Requests for waivers must be submitted in writing, signed by the wing commander, and include a description of the candidate's qualifications and justification for the waiver. All waivers must be approved by the HQ CAP/DOC. Send requests to HQ CAP/DOC, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

(2) Current and qualified SAR/DR Mission Pilot, Observer, or Scanner.

(3) Complete the requirements of paragraphs 2-2c and Attachment 18 of this regulation.

(4) Satisfy the following minimum flight training and hour requirements:

(a) Pilot in Command (PIC):

1) 200 hours PIC for flight over land.
 2) 250 hours PIC and hold a current instrument rating (or ATP certificate) or 500 hours PIC (no instrument rating) for extended flights over water beyond engine out gliding distance from shore.

3) Satisfactorily complete specific additional training in mountainous terrain search procedures for flights in mountainous terrain.

(b) Observer/Scanner: Current and qualified Mission Observer/Scanner.

(5) Air crew members participating in extended over water operations beyond engine out gliding distance from shore are strongly encouraged to complete a water survival training program.

h. Counterdrug Ground Support Crew. Satisfy the following for issuance of a CAP Form 101CN (a training card shall not be issued for this specialty):

(1) Senior member at least 18 years of age who has been a CAP member for at least two years. Cadet time may count toward the two-year requirement with wing commander approval. Requests for waivers must be submitted in writing, signed by the wing commander, and include a description of the candidate's qualifications and justification for the waiver. All waivers must be approved by the HQ CAP/DOC. Send requests to HQ CAP/DOC, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

(2) Complete the requirements of paragraphs 2-2c and Attachment 18 of this regulation.

(3) Personnel must possess a current CAP Form 101 containing the applicable specialty ratings.

(4) See paragraph 2-4a for counterdrug mission coordinator requirements.

i. Transport Mission Pilot. Satisfy the following for issuance of a CAP Form 101 (a training card shall not be issued for this specialty):

(1) At least 18 years of age.

(2) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 100 hours pilot in command time including at least 50 hours of cross-country flying.

(3) Satisfactorily complete the applicable classroom instruction specified in Attachment 10, paragraph 2 (items c, e, g, h, and j through r).

(4) Demonstrate to the classroom instructor a thorough knowledge and understanding of:

(a) Transport mission procedures.

(b) FAA regulations.

NOTE: Personnel presently current and qualified as a SAR/DR Mission Pilot are automatically qualified as a Transport Mission Pilot.

j. Mission Observer:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete the classroom instruction specified in Attachment 11, Paragraph 2

(qualified Mission Scanners need not duplicate training previously received).

(c) Possess a qualified Mission Scanner rating or:

1) Satisfactorily complete CAPF 116, Part 2.

2) Satisfactorily complete ECI Course 02130A.

3) Obtain appropriate communications certification in accordance with CAPM 100-1.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactorily complete ECI Course 02130B.

(b) Satisfactorily complete intensive flight training as specified in Attachment 11, paragraph 3, including a minimum of three separate missions as a Mission Observer trainee under the direct supervision of a qualified and experienced Mission Observer or Mission Pilot. This training shall include all aspects of visual and electronic search procedures, air crew coordination, low altitude navigation with and without electronic navigation aids, and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment. Individuals who possess a qualified Mission Scanner rating need not duplicate previously accomplished training.

(c) Demonstrate to a qualified Mission Observer a thorough knowledge and understanding of SAR/DR operations procedures.

(d) Recommendation by a qualified Mission Observer.

(e) Since Mission Pilots complete the same syllabus as Mission Observers except for scanning techniques and sighting characteristics, qualified Mission Pilots who receive ground instruction from a qualified Mission Observer in scanning techniques and sighting characteristics may be qualified as Mission Observers.

k. Mission Scanner:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Satisfactorily complete the applicable classroom instruction specified in Attachment 11, paragraph 2 (items a, b, f, j, o, p, and r).

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactorily complete ECI Course 02130A.

(b) Satisfactorily complete intensive flight training as specified in the applicable portions of Attachment 11, paragraph 3 (items a, b, c, and e), including a minimum of three separate missions as a Mission Scanner trainee under the direct supervision of a qualified and experienced Mission Observer or Mission Pilot. This training shall include all aspects of visual and

electronic search procedures, air crew coordination, and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment.

(c) Demonstrate to a qualified Mission Observer a thorough knowledge and understanding of SAR/DR operations procedures.

(d) Recommendation by a qualified Mission Observer.

1. Ground Team Leader:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Current and qualified ground team member.

(c) Obtain appropriate communication certification in accordance with CAPM 100-1.

(d) Possess a current Red Cross basic first aid card or equivalent (multimedia, advanced first aid, EMICT, EMT, or paramedic qualifications desirable).

(e) Possess a current state driver's license.

(f) Satisfactorily complete the classroom instruction specified in Attachment 12.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Ground Team Leader trainee under the direct supervision of a qualified Ground Team Leader.

(b) Demonstrate to a qualified Ground Team Leader a thorough knowledge and understanding of:

1) Ground search and rescue techniques and procedures.

2) State agreements/plans.

3) Interview techniques and procedures

4) Team Leadership

5) Interagency agreements and operations.

(c) Recommendation by a qualified Ground Operations Director or Ground Search Coordinator.

m. Ground Team Member:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T: Satisfactorily complete the classroom instruction specified in Attachment 13.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Ground Team Member trainee under the direct supervision of a qualified Ground Team Leader.

(b) Possess a current Red Cross basic first aid card or equivalent (Multimedia, advanced first aid, EMICT, EMT, or paramedic qualifications desirable).

(c) Demonstrate to a qualified Ground Team Leader a thorough knowledge and understanding of:

1) Ground search and rescue techniques and procedures.

2) Interview techniques and procedures.

(d) Recommendation by a qualified Ground Team Leader.

n. Information (Public Affairs) Officer:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Possess a sound knowledge of CAP history and the *Constitution and Bylaws of the Civil Air Patrol*.

(d) Satisfactorily complete the classroom instruction specified in Attachment 14.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as an Information Officer trainee under the direct supervision of a qualified Information (Public Affairs) Officer.

(b) Demonstrate to a qualified Information Officer a thorough knowledge and understanding of CAP mission procedures, including:

1) Mission procedures.

2) Media relations.

3) CAP history.

4) CAP state and national operations and activities.

5) Interagency agreements and operations.

(c) Recommendation by a qualified Information (Public Affairs) Officer.

o. Flight Line Officer:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Possess a CAP Radio Operator Permit, CAP Form 76.

(c) Satisfactorily complete the classroom instruction specified in Attachment 15.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Flight Line Officer trainee under the direct supervision of a qualified Flight Line Officer.

(b) Demonstrate to a qualified Flight Line Officer a thorough knowledge and understanding of:

1) Aircraft ground operations.

2) Flight line operating procedures

(c) Recommendation by a qualified Flight Line Officer.

p. Communications Unit Director:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) Possess a CAP Radio Operator Permit, CAP Form 76.

(b) Satisfactorily complete the classroom instruction specified in Attachment 16.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Communications Unit Director trainee under the direct supervision of a qualified Communications Unit Director.

(b) Demonstrate to a qualified Communications Unit Director a thorough knowledge and understanding of:

- 1) Mission communications operations.
- 2) Radio operating procedures.
- 3) Equipment setup and operation.
- 4) Applicable OPLAN 1000 and SCA-

TANA procedures.

- 5) Interagency agreements and operations.

(c) Recommendation by a qualified Communications Officer.

q. Radio Operator:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) Possess a CAP Radio Operator Permit. CAP Form 76.

(b) Satisfactorily complete the classroom instruction specified in Attachment 17.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Radio Operator trainee under the direct supervision of a qualified Communications Unit Director.

(b) Demonstrate to a qualified Communications Unit Director or other person designated by the wing (region) Director of Communications a thorough knowledge and understanding of:

- 1) Radio communication procedures.
- 2) Operation of radio equipment.

(c) Recommendation by a qualified Communications Unit Director.

r. Radiological Monitor (Air/Ground). Training and qualification will be as specified by the wing in consultation with state and Federal Emergency Management Agency personnel. A CAP Form 101 need not be issued.

2-5. Currency Requirements. Personnel must participate in at least one mission (actual, training, or proficiency sortie) every two years in each specialty area, or an interchangeable specialty area as shown in Attachment 1, to retain currency in a particular specialty rating.

2-6. Renewal of Expiring Specialty Qualification Cards:

a. Specialty Qualification Cards, CAP Form 101, expire on the last day of the 24th month from the date issued. If necessary to satisfy state requirements, wings may specify an earlier expiration time.

b. To renew an expiring card, the member must have:

- (1) Current CAP membership.

(2) Participated in at least one mission (actual or training) in the previous two years in each specialty (or interchangeable specialty) for which renewal is requested.

(3) A current CAP Form 5 flight check (pilots only).

(4) A current CAP Form 91 flight check (SAR/DR mission pilots only).

c. Application for renewal should be submitted to the appropriate unit commander on CAP Form 100 at least 45 days prior to expiration of the member's CAP Form 101. The unit will notify the wing of the renewal within 30 days of the renewal.

d. The Mission Coordinator specialty rating will be renewed by the wing (or region) commander.

2-7. Requalification Procedures:

a. Individuals previously qualified in various specialty qualification areas may be reissued a specialty qualification card, CAP Form 101, without re-accomplishing all initial training requirements provided the CAP Form 101 expired less than two years prior to the date of the application for reissuance of the card. This individual must demonstrate satisfactory knowledge of the specialty(ies) by participating in a mission under the supervision of an individual qualified in that specialty.

b. Specialty qualification cards expired for more than two years shall not be reissued until the individual re-accomplishes initial training and qualification requirements.

c. In exceptional situations, wing (and region) commanders may waive all or portions (except flight checks) of the requalification requirements for a particular specialty qualification rating. Such waivers must be documented. Authority to waive training requirements shall not be delegated.

d. Requalifications will be forwarded to wing for issuance of the CAP Form 101.

2-8. Transfers From Other Wings. Specialty qualification ratings issued in one wing or region may generally be transferred to another wing (or region) without the need for the member to re-accomplish the entire initial training program for various specialty ratings.

a. The transferring member should submit an application for issuance of a Specialty Qualification Card, CAP Form 100, to the new wing (or region) including the current previously issued CAP Form 101 and all supporting documentation. Pending completion of local familiarization training and issuance of CAP Form 101 by the new wing (or region), the member may participate in operational missions under the supervision of a qualified individual from the new wing (or region).

(1) Members requesting transfer of Mission Coordinator, Air Operations Director, or Ground Operations Director ratings must satisfactorily demonstrate their knowledge of state/local procedures on at least one mission under the supervision of a qualified Mission

Coordinator or Air/Ground Operations Director, as applicable, prior to issuance of CAP Form 101 in the new wing (or region).

(2) Members requesting transfer of SAR/DR Mission Pilot ratings must satisfactorily demonstrate their knowledge of state/local procedures on at least one mission under the direct supervision of a qualified SAR/DR Mission Pilot prior to issuance of CAP Form 101 in the new wing (or region).

b. Wing/region commanders shall establish procedures to provide familiarization training regarding state/local procedures for transferring members.

Chapter 3

USAF-ASSIGNED TRAINING/EVALUATION MISSIONS

3-1. General. This chapter outlines responsibilities and procedures for planning and conducting USAF-assigned training and evaluation missions.

3-2. Responsibilities:

a. The CAP-USAF liaison region and CAP wing liaison personnel are responsible for monitoring and controlling these missions. The CAP-USAF liaison region may cancel, suspend, or alter the missions as necessary in the interest of safety.

b. The CAP wing/region commander coordinates requested dates for USAF-assigned training/evaluation missions with the respective wing liaison office.

c. The CAP region commander monitors each wing's training program and coordinates region-wide training activities. Region commanders review the results of USAF required evaluations within their region and ensure necessary actions are taken to eliminate any deficiencies identified.

d. The CAP region standardization/evaluation officer (DOV) is responsible for monitoring mission training conducted within the respective region, including accomplishment of the National Check Pilot Standardization Course.

3-3. USAF-Assigned Reimbursable Training and Evaluation Missions for CAP Resources:

a. The goal of the CAP-USAF reimbursable training mission and evaluation program is to assist CAP in developing and maintaining effective, efficient, and safe operations which will benefit survivors. SAR and DR evaluations provide the USAF and CAP with information concerning capabilities and limitations for each wing in the performance of emergency services missions. Wing training missions are also used to identify and strengthen areas requiring additional emphasis and training.

b. Training missions should be designed to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. Participation of state and local emergency services agencies is coordinated by the responsible wing commander. At the request of the wing/region commander, wing liaison personnel may assist in coordinating state and local agency involvement in training/evaluation activities.

c. USAF-assigned optional training missions are planned to accomplish specific training requirements. The specific training objectives must be reviewed and approved by the wing liaison officer prior to requesting mission authorization. These missions are administered, monitored, and controlled by wing liaison personnel, assisted by other active duty or reserve USAF personnel as required.

d. USAF required evaluations are administered under the control of the CAP-USAF liaison region. Liaison region personnel may be assisted by wing liaison personnel

and other active duty or reserve USAF personnel in forming the USAF evaluation team.

e. During USAF required evaluation missions, training of operational mission personnel may only be conducted when not detrimental to accomplishment of the evaluation.

3-4. USAF-Assigned Non-Reimbursable Training Missions for CAP Resources. USAF-assigned non-reimbursable training missions should be designed to provide training to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. These missions are intended to permit a wing (or region) to conduct additional training activities beyond those authorized for USAF reimbursement. Non-reimbursable training missions should be planned to accomplish specific training requirements. Specific training objectives must be reviewed and approved by the wing (or region) commander prior to requesting mission authorization. These missions will be administered, monitored, and controlled by the CAP wing (or region) commander. Wing liaison personnel, assisted by other active duty or reserve USAF personnel, may assist as required.

3-5. National Check Pilot Standardization Course. In addition to training missions otherwise authorized, CAP regions are authorized USAF reimbursable National Check Pilot Standardization Courses each federal fiscal year subject to the availability of funds. This course must be conducted in accordance with the national course curriculum provided to each region and wing. Attendance is restricted to check pilots, pilots qualifying as check pilots, and mission check pilots. Paragraph 3-6 outlines how funding for this course may be obtained

3-6. Scheduling and Requesting USAF-Assigned Reimbursable Training or Evaluation Missions:

a. **General.** Subject to availability of funds, each wing and region is authorized the following training and evaluation missions during the federal fiscal year to prepare or evaluate the effectiveness of mission capabilities.

(1) Required (both may be combined into one evaluation):

- (a) SAR evaluation (annually).
- (b) DR evaluation (annually).

(2) Optional (as necessary):

- (a) SAR training missions.
- (b) DR training missions.
- (c) National Check Pilot Standardization

Course.

b. **Required Evaluation Scheduling Procedures.** The responsible CAP-USAF liaison region will schedule each wing for one SAR and one DR evaluation each year.

CAPR 50-15

The liaison region commander will coordinate with the respective wing liaison officer and CAP wing commander to establish firm dates. Required evaluation dates will be selected well in advance to permit proper coordination of region events.

c. USAF-Assigned Reimbursable Training and Evaluation Mission Requesting Procedures:

For required evaluations the liaison region commander will coordinate with the wing commander to establish an appropriate date(s) for the evaluation. For evaluations, training missions, and National Check Pilot Standardization Courses, the wing/region commander will plan and estimate the cost of the mission and, in each case will complete a copy of CAP Form 10 (attachment 2).

(1) The CAP wing/region commander prepares a CAP Form 10 and forwards it to the wing liaison office. After approval by the wing liaison office, the request is forwarded to the CAP-USAF liaison region. The CAP Form 10 must arrive at the CAP-USAF liaison region at least 30 days prior to the activity date.

(2) If approved, the CAP-USAF liaison region will complete the appropriate blocks and return a copy of the form to the wing liaison officer. This mission authorization includes a mission number and a fund cite for the estimated reimbursement authorized for the mission. Claimed expenditures will not exceed the estimated amount specified in block 2 on the CAP Form 10 without specific approval of the CAP-USAF liaison region.

(3) After completion of the mission, claimed reimbursement should be summarized on the CAP Form 10 by the wing liaison officer and returned to the CAP-USAF liaison region.

3-7. USAF Reimbursement. Reimbursement procedures will be in accordance with CAPR 173-3.

3-8. Mission Reports:

a. USAF evaluation team members use CAP-USAF Form 12, Search and Rescue Evaluation and Disaster Relief Evaluation, as a guide during required evaluations and optional training missions. Results of required evaluations are documented on CAP-USAF Form 12 and sent to the respective CAP wing/region commander and to CAP-USAF/XO. Wing commanders shall review their copy of required evaluation reports and forward corrective actions for all items rated less than satisfactory (or "no" on a yes/no question) to the CAP region commander, with a copy to the CAP-USAF liaison region. The wing commander shall forward these responses not later than 30 days following receipt of the report from the USAF evaluation team.

b. Optional training mission reports are prepared by the wing liaison personnel and provided to the CAP wing commander. A file copy is maintained by the CAP wing liaison office. At the discretion of wing liaison personnel, mission results are reported using a simple narrative of activities and findings, or by use of CAP-USAF Form 12. The wing commander is not required to answer this report

unless specifically requested by CAP-USAF/XO or by the CAP-USAF liaison region office.

c. Reports on National Check Pilot Standardization Course results, including a list of those successfully completing the activity, shall be prepared by the course manager and forwarded to the authorizing CAP-USAF liaison office and HQ CAP/DOV.

3-9. Counterdrug (CD) Orientation and Flight Training. Counterdrug operations (training or otherwise may not be combined with any other CAP activity. Orientations for United States Customs Service (USCS) and Drug Enforcement Agency (DEA) should be scheduled for the same day when possible. Reimbursement of participants is normally limited to those who reside within a radius of 500 miles of the orientation site. Personnel from other wings or regions are encouraged to attend within the constraint of the 500-mile restriction.

a. **Procedures for Scheduling CD Orientation (see Attachment 20).** The guidelines in Attachment 20 delineate the procedures to be used for scheduling USCS, DEA, and United States Forest Service (USFS) orientation for personnel to be used in the counterdrug program.

b. **Procedures for Requesting Funded Counterdrug Flight Training:**

(1) The wing (or region) commander initiates the request for counterdrug flight training by contacting the wing liaison office with a training proposal.

(2) Wing liaison offices have the authority to issue two (2) training mission numbers each fiscal year. The mission numbers will assume the following format: Txx0001-YY and Txx0002-YY where xx is the two letter wing abbreviation and YY is the two digit fiscal year (FY). All training flight time used by a wing will be subtracted from the total available CD flight time allocated for the fiscal year.

(3) HQ CAP/DOC will be notified in writing at least 15 days prior to training missions. Notification will include planned dates, location, and a detailed training scenario.



DAVID L. MILLER
Chief, Administration

PAUL J. ALBANO, SR., Colonel, CAP
Executive Director

RICHARD L. ANDERSON, Brigadier General, CAP
National Commander

20 Attachments

1. Interchangeability of Specialty Qualification Ratings
2. CAP Form 10, Request for Emergency Services Evaluation or Training Mission
3. CAP Form 100, Application for Specialty Qualification Card (CAPF 101) or Specialty Qualification Training Card (CAPF 101T)
4. CAP Form 101, Specialty Qualification Card
5. CAP Form 101T, Specialty Qualification Training Card
6. CAP Form 101CN, Counterdrug Specialty Qualification Card
7. Mission Coordinator Training Guide
8. Air Operations Director/Air Search Coordinator Training Guide
9. Ground Operations Director/Ground Search Coordinator Training Guide
10. Mission Pilot Training Guide
11. Mission Observer/Scanner Training Guide
12. Ground Team Leader Training Guide
13. Ground Team Member Training Guide
14. Information (Public Affairs) Officer Training Guide
15. Flight Line Officer Training Guide
16. Communications Unit Director Training Guide
17. Radio Operator Training Guide
18. Procedures for Counterdrug Orientation
19. CAP Form 83, CAP Counterdrug Application/Clearance Screening
20. CAP Form 81, Counterdrug Orientation Attendance Roster

SUMMARY OF CHANGES

Consolidates and supersedes all previous letters on counterdrug operating procedures. Changes references from "counternarcotics" to "counterdrug." Communications certification (ROP) required only when CAP frequencies will be used. Bloodborne pathogen policy added. Consolidated much of counterdrug information into Attachment 18. Clarifies that "Trainee" requirements have to be met prior to moving on to the requirements for "Qualified." Counterdrug Ground Crew added. Adds Mission Pilot as trainer for Observer and Scanner. Moved completion of ECI course for Scanner to "Qualified." Radiological monitoring requirements now specified by the wing deleted from various specialties. Permits unit commanders to renew CAPFs 101 and notify wing. Reflects consolidation of CAP-USAF Forms 2 and 11 into CAP Form 10. CAPFs 81 and 83 revised. Includes numerous other administrative changes and consolidations.

INTERCHANGABILITY OF SPECIALTY QUALIFICATION RATINGS

Mission Coordinator		X	X	X		X	X											X
Air Operations Director				X		X	X											X
Ground Operations Director				X		X	X											X
Air or Ground Search Coordinator																		X
Communications Unit Director						X												X
Radio Operator																		X
Information Officer																		X
Flight Line Officer						X												X
SAR/DR Mission Pilot						X					X							X
CN Mission Pilot						X			X		X							X
Transport Mission Pilot						X												X
Observer						X							X					X
Scanner						X												X
Ground Team Leader						X									X			X
Ground Team Member						X												X
Air Radiological Monitor																		X
Ground Radiological Monitor																		X
General Emergency Services																		
	Mission Coordinator	Air Operations Director	Ground Operations Director	Air or Ground Search Coordinator	Communications Unit Director	Radio Operator	Information Officer	Flight Line Officer	SAR/DR Mission Pilot	CN Mission Pilot	Transport Mission Pilot	Observer	Scanner	Ground Team Leader	Ground Team Member	Air Radiological Monitor	Ground Radiological Monitor	General Emergency Services

MEMBERS HOLDING A SPECIALTY QUALIFICATION RATING IN THIS COLUMN ARE ALSO QUALIFIED TO PERFORM THE SPECIALTY(IES) INDICATED IN THE COLUMNS TO THE RIGHT

REQUEST FOR EMERGENCY EVALUATION FOR TRAINING MISSION, CAP FORM 10

REQUEST, AUTHORIZATION and REPORT FOR TRAINING/EVALUATION MISSIONS		
From: _____ Wing To: _____ Wing Liaison Officer _____ Liaison Region IN TURN	Date: _____	
1. In accordance with CAPR 50-15 and CAP-USAFI 10-802 request: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SAR Evaluation Mission <input type="checkbox"/> SAR Training Mission </div> <div> <input type="checkbox"/> DR Evaluation Mission <input type="checkbox"/> DR Training Mission </div> <div> <input type="checkbox"/> Form 5/91 Check Rides <input type="checkbox"/> Natl. Check Pilot Seminar </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Primary Date: _____ Alternate Date: _____ </div> <div> Primary Site: _____ Primary Site: _____ </div> <div> Alternate Site: _____ Alternate Site: _____ </div> </div>		
2. Estimated reimbursement cost: \$ _____ (includes flying, communications, and vehicle fuel & oil)		
3. <input type="checkbox"/> I certify that _____ Wing has reviewed the previous evaluation and is prepared for the requested USAF evaluation <input type="checkbox"/> I certify that this training mission has been planned and designated to accomplish specific emergency services training requirements as stated in CAPR 50-15, and/or <input type="checkbox"/> check rides IAW CAPR 60-1. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ (Wing Commander Signature) </div> <div> Date: _____ </div> </div>		
4. Wing Liaison Office Action: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ (Wing LO Office Signature) </div> <div> Date: _____ </div> </div>		
5. Region Liaison Officer Authorization: <input type="checkbox"/> Approved: USAF Assigned Msn No. _____ <input type="checkbox"/> Disapproved <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Fund Cite: _____ _____ (Region LO Office Signature) </div> <div> Date: _____ </div> </div>		
6. REPORT OF ACTUAL RESOURCES USED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> TO: _____ Liaison Region </div> <div> Date: _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> 1. Costs: Corp. Acft Flying Cost: \$ _____ Communications: \$ _____ </div> <div> Other Acft Flying Cost: \$ _____ Vehicle fuel & Oil: \$ _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> 2. Flying hours used: Corporate Aircraft: _____ Hours </div> <div> Other Aircraft: _____ Hours </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ (Wing LO Office Signature) </div> <div></div> </div>		

REQUEST FOR EMERGENCY EVALUATION FOR TRAINING MISSION, CAP FORM 10 (Reverse)**Calculations for mission reimbursement estimate:**

_____ C-172 hours x \$ _____ C-172 reimbursement rate = \$ _____

_____ C-182 hours x \$ _____ C-182 reimbursement rate = \$ _____

_____ Other hours x \$ _____ Other reimbursement rate = \$ _____

_____ Other hours x \$ _____ Other reimbursement rate = \$ _____

_____ Other hours x \$ _____ Other reimbursement rate = \$ _____

Estimate for communications..... \$ _____

Estimate for vehicle gas and oil..... \$ _____

Total estimated mission reimbursement..... \$ _____

Mission Base: _____

Other operating locations: _____

Mission Scenario for requested training mission:

**APPLICATION FOR SPECIALTY QUALIFICATION CARD (CAPF 101)
OR SPECIALTY QUALIFICATION TRAINING CARD (CAPF 101T)**

REQUEST FOR OPERATIONAL MISSION SPECIALTY QUALIFICATION CARD, CAP FORM 101, OR SPECIALTY QUALIFICATION TRAINING CARD, CAP FORM 101T									
NAME (LAST, FIRST, MI)					GRADE	CAPSN	CHARTER NO.		
ADDRESS (STREET, CITY, STATE, ZIP)									
HOME TELEPHONE			WORK TELEPHONE		PAGE TELEPHONE		RADIO CALL	CAPF 76 (NO./DATE)	
HEIGHT	WEIGHT	EYES	HAIR	BIRTHDATE (D.M.Y)		<input type="checkbox"/> SENIOR <input type="checkbox"/> CADET		APPLICATION FOR: <input type="checkbox"/> CAPF 101 <input type="checkbox"/> CAPF 101T	
CAP AERONAUTICAL RATING <input type="checkbox"/> COMMAND PILOT <input type="checkbox"/> SENIOR PILOT <input type="checkbox"/> PILOT <input type="checkbox"/> MASTER OBSVR <input type="checkbox"/> SENIOR OBSVR <input type="checkbox"/> OBSVR									
FAA CERT. NO.		FAA MEDICAL (CLASS/DATE)		CAPF 5 DATE		CAPF 91 DATE		TOTAL HRS PIC	MOUNTAIN CLINIC
FAA CERT. RATINGS/LIMITATIONS									
21	CHIEF CHECK PILOT		22	CHECK PILOT		23	MSN CHECK PILOT		24 CADET ORIENTATION PILOT
SPECIALTY RATING(S) REQUESTED						PLACE AN "X" OVER THE BLOCK NO. FOR EACH REQUESTED RATING		<input type="checkbox"/> INITIAL <input type="checkbox"/> UPGRADE <input type="checkbox"/> RENEWAL <input type="checkbox"/> TRANSFER	
1	GENERAL EMERGENCY SERVICES				11	SAR/DR MISSION PILOT			
2	MISSION COORDINATOR				12	COUNTERNARCOTICS FLT CREW			
3	AIR OPERATIONS DIRECTOR				13	TRANSPORT MISSION PILOT			
4	GROUND OPERATIONS DIRECTOR				14	MISSION OBSERVER			
5	AIR SEARCH COORDINATOR				15	MISSION SCANNER			
6	GROUND SEARCH COORDINATOR				16	GROUND TEAM LEADER			
7	COMMUNICATIONS UNIT DIRECTOR				17	GROUND TEAM MEMBER			
8	RADIO OPERATOR				18	AIR RADIOLOGICAL MONITOR			
9	FLIGHT LINE OFFICER				19	GRD RADIOLOGICAL MONITOR			
10	INFORMATION OFFICER				20	MOUNTAINOUS TERRAIN QUALIFIED			
CAPF 116 COMPLETION: PART 1 DATE PART 2					FIRST AID TRAINING/QUALIFICATION; <input type="checkbox"/> STANDARD DATE EXPIRES: _____ <input type="checkbox"/> MULTIMEDIA <input type="checkbox"/> ADVANCED <input type="checkbox"/> EMT/EMICT/PARAMEDIC <input type="checkbox"/> CPR CPR EXPIRES: _____				
STATE DRIVER'S LICENSE NO. _____ CAP DRIVER'S PERMIT (CAPF 75) _____ FCC RADIOTELEPHONE PERMIT _____ CAP MEMBERSHIP EXPIRES _____ PRESENT CAPF 101 EXPIRES _____					ATTACH SUPPORTING DOCUMENTATION IN ACCORDANCE WITH INSTRUCTIONS ON RE- VERSE.				
I CERTIFY THAT ALL REQUIRED TRAINING HAS BEEN SATISFACTORILY COMPLETED AND THAT THE MEMBER IS QUALIFIED IN THE SPECIALTY AREAS INDICATED.									
SIGNATURE OF REQUESTOR					DATE		TYPED NAME/GRADE OF REQUESTOR		
SIGNATURE OF UNIT COMMANDER					DATE		ACTIONS NO.		CARD NO. (CAPF 101T)
SIGNATURE OF GROUP COMMANDER					DATE		ACTIONS NO.		
SIGNATURE OF WING/REGION COMMANDER					DATE		ACTIONS NO.		CARD NO. (CAPF 101)

INSTRUCTIONS FOR COMPLETING CAP FORM 100

1. Initial qualifications and renewals:

a. For the General Emergency Services (ES) specialty, submit CAP Form 100 along with one copy of the required supporting documentation to the unit commander for the unit commander's signature on the CAP Form 101. Units will notify wing headquarters of issuances of CAP Forms 101 with the General ES specialty.

b. For initial qualifications (other than the General ES specialty), submit CAP Form 100 (original plus 2 copies) along with one copy of the required supporting documentation through the unit commander to the wing headquarters (or through the region DO to the region commander for region staff personnel in regions issuing specialty qualification cards).

c. For renewals other than Mission Coordinator, submit CAP Form 100 along with one copy of the required supporting documentation to the unit commander for the unit commander's signature on the CAP Form 101. Units will notify wing headquarters of CAP Form 101 renewals.

d. For Mission Coordinator renewals, submit CAP Form 100 (original plus 2 copies) along with one copy of the required supporting documentation through the unit commander to the wing headquarters (or through the region DO to the region commander for region staff personnel in regions issuing specialty qualification cards).

2. Complete all applicable blocks; do not leave out requested information.

3. Indicate the specialty ratings or training areas (maximum of three training areas at any one time) requested.

4. Use a separate application for CAP Forms 101 and 101T. Do not combine specialty qualification, upgrade, and/or training requests on the same form.

5. Attach the following supporting documentation as applicable to the ratings (or training areas) requested:

a. All applications:

(1) Copy of CAP Form 116 completion record (top of answer sheet) for initial application (not required for subsequent or renewal requests).

(2) Evidence of prerequisite qualifications or training [copy of previously issued CAP Form 101 (only if transferring from another wing), course completion certificate, etc.].

(3) Evidence of satisfactory completion of required classroom instruction.

(4) Required specialty training (copy of endorsed CAP Form 101T indicating training received) (initial application for a particular specialty rating only).

b. Pilots:

(1) Copy of current CAP Form 5.

(2) Copy of current CAP Form 91 (SAR/DR mission pilots only).

c. Ground Team Leaders and Members.

(1) Copy of first aid (or equivalent) training certificate.

(2) Evidence of satisfactory completion of Bloodborne Pathogen training (a minimum of two ground members/leaders on each ground must have received this training).

Reverse of CAP Form 100

SPECIALTY QUALIFICATION CARD, CAP FORM 101

CHARTER NO.	CARD NO.
CIVIL AIR PATROL SPECIALTY QUALIFICATION CARD	
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> AFFIX OPTIONAL PHOTOGRAPH HERE </div>	
THIS CERTIFIES THE IDENTIFIED CIVIL AIR PATROL MEMBER IS QUALIFIED TO PERFORM DUTIES IN THE OPERATIONAL AREAS SHOWN.	
ISSUING WING/REGION	
SIGNATURE OF WING/REGION COMMANDER	
CAP FORM 101 JAN 82	DATE EXPIRES

FRONT

1	GENERAL ES	SAR/DR PILOT	11
2	MISSION COORD.	CNTR NAR CREW	12
3	AIR OPS DIR	TRANSP. PILOT	13
4	GRD OPS DIR	OBSERVER	14
5	AIR COORD.	SCANNER	15
6	GRD COORD	GRD TM LDR	16
7	COMM. DIR	GRD TM MBR	17
8	RADIO OPER.	AIR RAD. MON	18
9	FLIGHT LINE	GRD RAD MON	19
10	INFOR. OFFICER	MOUNTAIN QUAL	20
NAME OF HOLDER			
GRADE		CAPSN	
HEIGHT	WEIGHT	EYES	HAIR
SIGNATURE OF HOLDER			
21	CHF CK PILOT	MSN CK PILOT	23
22	CK PILOT	CDT ORIENT.	24

REVERSE**NOTES:**

1. SPECIALTY RATINGS IN WHICH AN INDIVIDUAL IS NOT QUALIFIED ARE SHOWN BY BLACKING OUT THE CORRESPONDING BLOCK NUMBER.
2. CARDS ARE NUMBERED SEQUENTIALLY BY SHOWING THE LAST TWO DIGITS OF THE YEAR IN WHICH THE CARD IS ISSUED FOLLOWED BY THE SEQUENCE NUMBER FOR CARDS ISSUED THAT YEAR.

SPECIALTY QUALIFICATION TRAINING CARD, CAP FORM 101T

CHARTER NO.		CARD NO.	
CIVIL AIR PATROL			
SPECIALTY QUALIFICATION TRAINING CARD			
NAME OF HOLDER			
GRADE		CAPSN	
HEIGHT	WEIGHT	EYES	HAIR
SIGNATURE OF HOLDER			
<p>The Above Named Civil Air Patrol Member Is Authorized To Receive Training In The Operational Specialty Areas Shown On The Reverse.</p>			
SIGNATURE OF UNIT COMMANDER			
CAP FORM 101T, REV OCT 95 PREVIOUS EDITIONS ARE OBSOLETE			

FRONT

AUTHORIZED TRAINING SPECIALTY AREAS:	TRAINING RECEIVED (DATE / MISSION / HOURS / ETC.)			
	SPECIALTY			

REVERSE**NOTES:**

1. ENTER AUTHORIZED TRAINING AREAS (3 MAXIMUM) IN BLOCKS PROVIDED.
2. CARDS ARE NUMBERED SEQUENTIALLY BY SHOWING THE LAST TWO DIGITS OF THE YEAR IN WHICH THE CARD IS ISSUED FOLLOWED BY THE SEQUENCE NUMBER FOR CARDS ISSUED THAT YEAR.
3. UNUSED TRAINING AREAS ON REVERSE ARE MARKED "NOT USED."
4. CAPF 101T CANNOT BE ISSUED FOR COUNTERNARCOTICS FLIGHT CREW, TRANSPORT MISSION PILOT, OR RADIOLOGICAL MONITOR (AIR/GROUND) SPECIALTY AREAS.

COUNTERDRUG SPECIALTY QUALIFICATION CARD, CAP FORM 101CN

USCS ☐DEA/FS ☐**Civil Air Patrol**
COUNTER NARCOTICS PROGRAM AUTHORIZATION CARD**This is to certify that**

_____ is a member of _____ Wing's Counter Narcotics Program,
authorized to participate in U.S. Customs or DEA/USFS Missions, as
indicated above.

(Valid only with current Membership and Emergency Services Card.)

NCND's Signature

CAPF 101CN

(Form not actual size. Do not requisition. Form will be distributed by National Director.)

MISSION COORDINATOR TRAINING GUIDE

1. Proper qualification and training of CAP Mission Coordinators in the management of authorized CAP operational missions is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as a Mission Coordinator. This training guide is in no means a substitute for the extensive mission experience required prior to qualification as a Mission Coordinator, but rather provides an overview of the vast responsibilities carried by the Mission Coordinator.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Mission Coordinator specialty. Since a Mission Coordinator must have previous qualification as an Air Operations Director, Ground Operations Director, and Mission Pilot or Observer, material contained in those specialties is generally not repeated in this outline. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Mission Management.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission management practices and procedures, including:

- (1) Mission opening and initialization.
- (2) Search base setup and operations.
- (3) Functions and responsibilities of mission staff.
- (4) Media and family relations.
- (5) Communications procedures and requirements.
- (6) Administrative procedures and requirements.
- (7) Planning and organizing mission operations.
- (8) Air search procedures and operations.
- (9) Ground search procedures and operations.
- (10) Safety considerations.
- (11) Logistics requirements and considerations.
- (12) Fatigue effects.
- (13) Reporting procedures and requirements.
- (14) Gathering and using information.
- (15) Coordination with other agencies.
- (16) Mission closing and/or suspension.
- (17) Assistance to law enforcement.
- (18) Information management.
- (19) Evaluation of search team results and effectiveness.
- (20) Continuation planning.
- (21) Interagency cooperation and coordination.

b. **Search Coverage and Effectiveness.** The trainee shall demonstrate a thorough understanding of factors affecting search probability of detection and search effectiveness.

c. **Weather.** The trainee shall demonstrate a sound knowledge of weather conditions and their effect on mission operations.

- (1) Satellite weather data.
- (2) Surface observations.
- (3) Analysis of weather information.
- (4) Effect on mission operations.
- (5) Safety considerations.

d. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required for requesting reimbursement of mission expenses.

e. **OPLAN 1000, SCATANA, SARDA Operations.** The trainee shall demonstrate a thorough understanding of CAP operational mission activities outlined in CAP OPLAN 1000, SCATANA procedures, and SARDA operations.

- (1) Concept of operations.
- (2) Reporting requirements and procedures.
- (3) Flight clearance and procedures.

f. **State/Local Agreements.** The trainee shall demonstrate a fundamental knowledge of appropriate state and local agreements as they relate to mission operations.

g. **FAA Regulations.** The trainee shall demonstrate a thorough understanding of the pertinent FARs and their relationship to mission operations.

h. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

i. **Mission Coordinator's Log.** The trainee shall demonstrate a thorough understanding of the Mission Coordinator's Log, including:

- (1) Contents.
- (2) Importance of complete notes.
- (3) Log of mission strategy.

j. **Counterdrug Procedures (to coordinate counterdrug missions).** The trainee shall demonstrate a thorough understanding of the CAP counterdrug mission, including:

- (1) Coordination with other agencies.
- (2) Reporting procedures.
- (3) Mission security.
- (4) Limitations on CAP activities.
- (5) Appropriate forms.
- (6) Reimbursement procedures.

k. **Interagency Agreements and Operations.** The trainee shall demonstrate a thorough knowledge and understanding of all applicable interagency agreements and the associated operational procedures.

AIR OPERATIONS DIRECTOR/AIR SEARCH COORDINATOR TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission flight operations is essential to the safety and efficiency of mission aircraft operations. The following information provides a general outline for accomplishment of training required for qualification as an Air Operations Director. This training guide is in no means a substitute for the extensive mission experience required prior to qualification as an Air Operations Director, but rather provides an overview of the vast responsibilities carried by the Air Operations Director.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Air Operations Director specialty. Since an Air Operations Director must have previous qualification as a Mission Pilot or Observer, material contained in those specialties is generally not repeated in this outline. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Mission Management.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission management practices and procedures, including:

- (1) Mission opening and initialization.
- (2) Search base setup and operations.
- (3) Planning and organizing mission operations.
- (4) Air search procedures and operations.
- (5) Safety considerations.
- (6) Logistics requirements and considerations.
- (7) Fatigue effects.
- (8) Reporting procedures and requirements.
- (9) Gathering and using information.
- (10) Coordination with other agencies.
- (11) Mission closing and/or suspension.
- (12) Assistance to law enforcement.
- (13) Information management.
- (14) Evaluation of search team results and effectiveness.
- (15) Continuation planning.
- (16) Interagency cooperation and coordination.

b. **Search Coverage and Effectiveness.** The trainee shall demonstrate a thorough understanding of factors affecting search probability of detection and search effectiveness.

c. **Weather.** The trainee shall demonstrate a sound knowledge of weather conditions and their effect on mission operations.

- (1) Satellite weather data.
- (2) Surface observations.
- (3) Analysis of weather information.
- (4) Effect on mission operations.
- (5) Safety considerations.

d. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required for requesting reimbursement of mission expenses.

e. **OPLAN 1000, SCATANA, SARDA Operations.** The trainee shall demonstrate a thorough understanding of CAP operational mission activities outlined in CAP OPLAN 1000, SCATANA procedures, and SARDA operations.

- (1) Concept of operations.
- (2) Reporting requirements and procedures.
- (3) Flight clearance and procedures.

f. **State/Local Agreements.** The trainee shall demonstrate a fundamental knowledge of appropriate state and local agreements as they relate to mission operations.

g. **FAA Regulations.** The trainee shall demonstrate a thorough understanding of the pertinent FARs and their relationship to mission operations.

h. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

i. **Interagency Agreements and Operations.** The trainee shall demonstrate a thorough knowledge and understanding of all applicable interagency agreements and the associated operational procedures.

GROUND OPERATIONS DIRECTOR/GROUND SEARCH COORDINATOR TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission flight operations is essential to the safety and efficiency of mission aircraft operations. The following information provides a general outline for accomplishment of training required for qualification as an Ground Operations Director. This training guide is in no means a substitute for the extensive mission experience required prior to qualification as an Ground Operations Director, but rather provides an overview of the vast responsibilities carried by the Ground Operations Director.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Ground Operations Director specialty. Since a Ground Operations Director must have previous qualification as a Ground Team Leader or Member, material contained in those specialties is generally not repeated in this outline. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Mission Management.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission management practices and procedures, including:

- (1) Mission opening and initialization.
- (2) Search base setup and operations.
- (3) Planning and organizing mission operations.
- (4) Ground search procedures and operations.
- (5) Safety considerations.
- (6) Logistics requirements and considerations.
- (7) Fatigue effects.
- (8) Reporting procedures and requirements.
- (9) Gathering and using information.
- (10) Coordination with other agencies.
- (11) Mission closing and/or suspension.
- (12) Assistance to law enforcement.
- (13) Information management.
- (14) Evaluation of search team results and effectiveness.
- (15) Continuation planning.
- (16) Interagency cooperation and coordination.

b. **Search Coverage and Effectiveness.** The trainee shall demonstrate a thorough understanding of factors affecting search effectiveness.

c. **Weather.** The trainee shall demonstrate a sound knowledge of weather conditions and their effect on mission operations.

- (1) Satellite weather data.
- (2) Surface observations.
- (3) Analysis of weather information.
- (4) Effect on mission operations.
- (5) Safety considerations.

d. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required for requesting reimbursement of mission expenses.

e. **OPLAN 1000, SCATANA, SARDA Operations.** The trainee shall demonstrate a thorough understanding of CAP operational mission activities outlined in CAP OPLAN 1000, SCATANA procedures, and SARDA operations.

- (1) Concept of operations.
- (2) Reporting requirements and procedures.

f. **State/Local Agreements.** The trainee shall demonstrate a fundamental knowledge of appropriate state and local agreements as they relate to mission operations.

g. **FAA Regulations.** The trainee shall demonstrate a thorough understanding of the pertinent FARs and their relationship to mission operations.

h. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

i. **Interagency Agreements and Operations.** The trainee shall demonstrate a thorough knowledge and understanding of all applicable interagency agreements and the associated operational procedures.

j. **Bloodborne Pathogens.** The trainee shall demonstrate a thorough knowledge and understanding of the problems associated with bloodborne pathogens and the need to have specific ground team members trained in protection against bloodborne pathogens on each ground team.

MISSION PILOT TRAINING GUIDE

1. Proper qualification and training of CAP pilots in the performance of various CAP operational missions, including SAR/DR, Counterdrug, and Transport is essential to the safety and efficiency of flight operations. The following information provides a general outline for accomplishment of training required for qualification as a Mission Pilot.
2. Classroom instruction covering the applicable material outlined below is required prior to issuance of a Specialty Qualification Training Card (SAR/DR Mission Pilot) or Specialty Qualification Card (Transport Mission Pilot). Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

NOTE: Items marked with an “*” are not required for Transport Mission Pilots.

- *a. Visual Search Patterns and Procedures.** The trainee shall demonstrate a thorough understanding of each visual search pattern and the conditions under which the various search patterns are typically utilized.
 - (1) Track line (route) search.
 - (2) Parallel track search.
 - (3) Creeping line search.
 - (4) Expanding square search.
 - (5) Contour search.
 - (6) Coordination with ATC.
- *b. Electronic Search Patterns and Procedures.** The trainee shall demonstrate a thorough understanding of electronic search patterns using direction finding equipment and without homing capability.
 - (1) Wing shadow method.
 - (2) Aural search.
 - (3) Use of direction finding equipment.
 - (4) Night and IFR electronic search.
 - (5) Altitude selection.
 - (6) Coordination with ATC.
- c. Chart Reading and the CAP Grid System.** The trainee shall demonstrate proficiency in using sectional aeronautical charts and the standard grid identification system used by the AFRCC.
- *d. Search Coverage.** The trainee shall demonstrate a thorough understanding of factors affecting search probability of detection and search effectiveness.
 - (1) Selection of optimum altitude and airspeed.
 - (2) Meteorological visibility and weather conditions.
 - (3) Nature of terrain or sea conditions.
 - (4) Track spacing.
 - (5) Accuracy of navigation.
 - (6) Condition, qualification, and proficiency of search crew.
 - (7) Probability of detection.
 - (8) Time in search area.
- e. Navigation and Position Determination.** The trainee shall demonstrate a thorough understanding of navigation and position determination as it applies to operational mission requirements, including the ability to effectively use all navigation aids and equipment available.
 - (1) Electronic aids (ADF, VOR, DME, Loran-C, and GPS).
 - (2) Pilotage.
 - (3) Low level (500 ft AGL) without electronic aids.
 - (4) Position determination.
- *f. Air Crew Coordination.** The trainee shall demonstrate a thorough understanding of air crew duties and coordination among the pilot and observer (scanner).
 - (1) Observer (scanner) briefing.
 - (2) Assignment of duties.
 - (3) Crew efficiency.
- g. Weather.** The trainee shall demonstrate a sound knowledge of weather and its effect on mission operations.
 - (1) Thunderstorms.
 - (2) Wind, windshear, and mountain wave.
 - (3) Snow and ice.
 - (4) Frontal activity.
 - (5) Turbulence.

h. **High Altitude and Terrain Considerations.** The trainee shall demonstrate a sound knowledge of altitude effects and terrain considerations as they affect mission operations.

- (1) Density altitude.
- (2) Aircraft performance limitations.
- (3) Effects of altitude on crew member performance.
- (4) Mountainous terrain.

*i. **Coordination with Ground Teams.** The trainee shall demonstrate a sound knowledge of ground team coordination procedures, both with and without radio communications.

- (1) Radio procedures.
- (2) Ground-to-air and air-to-ground signals.
- (3) Message drops.

j. **Flight Line Operations.** The trainee shall demonstrate a thorough understanding of aircraft flight line operations.

- (1) Aircraft marshaling hand signals.
- (2) Flight line safety procedures.
- (3) Taxiing operation in congested areas.
- (4) Fueling procedures.

k. **Communications Procedures.** The trainee shall demonstrate a thorough understanding of CAP radio communications procedures and operation of CAP radio equipment.

l. **Flight Plans and Mission Forms.** The trainee shall demonstrate a thorough understanding of mission flight plan (CAP Form 104) procedures and other related mission forms.

m. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required for requesting reimbursement of mission expenses.

n. **State/Local Agreements.** The trainee shall demonstrate a fundamental knowledge of appropriate state and local agreements as they relate to flight operations.

o. **Survival and First Aid Procedures.** The trainee shall demonstrate a fundamental knowledge of survival, use of survival equipment, and basic self-help first aid procedures.

p. **Safety.** The trainee shall demonstrate a thorough understanding of safety considerations and their importance to mission operations.

q. **Transport Mission Procedures.** The trainee shall demonstrate a thorough understanding of procedures and reports associated with transport missions (blood, organ, tissue, etc.).

r. **Interagency Agreements and Operations.** The trainee shall demonstrate a thorough knowledge and understanding of all applicable interagency agreements and the associated operational procedures.

3. Intensive flight training covering operational mission procedures is required to ensure the proficiency of CAP SAR/DR and Counterdrug Mission Pilots. All flight training shall be conducted by qualified and experienced SAR/DR Mission Pilots. Flight training is to attain the specified level of proficiency, thus minimum training hours for flight training activities are not specified. The following syllabus outlines the minimum training required:

a. **Visual Search Procedures.** The trainee shall demonstrate proficiency in conducting each of the following visual search procedures.

- (1) Track line (route) search.
- (2) Parallel track search.
- (3) Creeping line search.
- (4) Expanding square search.
- (5) Contour search.
- (6) Mountainous terrain procedures (if applicable).

b. **Electronic Search Procedures.** The trainee shall demonstrate proficiency in conducting each of the following electronic search procedures.

- (1) Wing shadow method.
- (2) Aural search.
- (3) Use of direction finding equipment.
- (4) Mountainous terrain procedures (if applicable).

c. **Coordination with Ground Teams/Air-ground Signals.** The trainee shall demonstrate proficiency in directing ground teams along a desired route to a specified objective, both with and without radio communications, and correctly receive and send signals to a ground team.

d. **Navigation and Position Determination.** The trainee shall demonstrate proficiency in conducting precise low-altitude navigation and position determination, both with and without the use of electronic navigation aids.

e. **Air Crew Coordination.** The trainee shall demonstrate proficiency in working with the assigned air crew members.

MISSION OBSERVER/SCANNER TRAINING GUIDE

1. Proper qualification and training of CAP pilots in the performance of various CAP operational missions, including SAR/DR, counterdrug, damage assessment, etc., is essential to the safety and efficiency of flight operations. The following information provides a general outline for the training required for qualification as a Mission Observer or Scanner.

2. Classroom instruction covering the applicable material outlined below is required prior to issuance of a Specialty Qualification Training Card containing Observer or Scanner specialties. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified. (**NOTE:** Items marked with an “*” are not required for scanners).

a. **Visual Search Patterns and Procedures.** The trainee shall demonstrate a thorough understanding of each visual search pattern and the conditions under which the various search patterns are typically utilized.

- (1) Track line (route) search.
- (2) Parallel track search.
- (3) Creeping line search.
- (4) Expanding square search.
- (5) Contour search.
- (6) Coordination with ATC.

b. **Electronic Search Patterns and Procedures.** The trainee shall demonstrate a thorough understanding of electronic search patterns using direction finding equipment and without homing capability.

- (1) Wing shadow method.
- (2) Aural search.
- (3) Use of direction finding equipment.
- (4) Night and IFR electronic search.
- (5) Altitude selection.
- (6) Coordination with ATC.

*c. **Chart Reading and the CAP Grid System.** The trainee shall demonstrate proficiency in using sectional aeronautical charts and the standard grid identification system used by the AFRCC.

*d. **Search Coverage.** The trainee shall demonstrate a thorough understanding of factors affecting search probability of detection and search effectiveness.

- (1) Selection of optimum altitude and airspeed.
- (2) Meteorological visibility and weather conditions.
- (3) Nature of terrain or sea conditions.
- (4) Track spacing.
- (5) Accuracy of navigation.
- (6) Condition, qualification, and proficiency of search crew.
- (7) Probability of detection.
- (8) Time in search area.

*e. **Navigation and Position Determination.** The trainee shall demonstrate a thorough understanding of navigation and position determination as it applies to mission requirements, including effective use all navigation aids and equipment.

- (1) Electronic aids (ADF, VOR, DME, Loran-C, and GPS).
- (2) Pilotage.
- (3) Low level (500 ft AGL) without electronic aids.
- (4) Position determination.

f. **Air Crew Coordination.** The trainee shall demonstrate a thorough understanding of air crew coordination.

- (1) Observer (scanner) briefing.
- (2) Assignment of duties.
- (3) Crew efficiency.

*g. **Weather.** The trainee shall demonstrate a sound knowledge of weather and its effect on mission operations.

- (1) Thunderstorms.
- (2) Wind, windshear, and mountain wave.
- (3) Snow and ice.
- (4) Frontal activity.
- (5) Turbulence.

*h. **High Altitude and Terrain Considerations.** The trainee shall demonstrate a sound knowledge of altitude effects and terrain considerations as they affect mission operations.

- (1) Density altitude.
- (2) Aircraft performance limitations.

- (3) Effects of altitude on crew member performance.
- (4) Mountainous terrain.

*i. **Coordination with Ground Teams.** The trainee shall demonstrate a sound knowledge of ground team coordination procedures, both with and without radio communications.

- (1) Radio procedures.
- (2) Ground-to-air and air-to-ground signals.
- (3) Message drops.

j. **Flight Line Operations.** The trainee shall demonstrate a thorough understanding of aircraft flight line operations.

- (1) Aircraft marshaling hand signals.
- (2) Flight line safety procedures.
- * (3) Taxiing operations in congested areas.
- * (4) Fueling procedures.

*k. **Communications Procedures.** The trainee shall demonstrate a thorough understanding of CAP radio communications procedures and operation of CAP radio equipment.

*l. **Flight Plans and Mission Forms.** The trainee shall demonstrate a thorough understanding of mission flight plan (CAP Form 104) procedures and other related mission forms.

*m. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required for requesting reimbursement of mission expenses.

*n. **State/Local Agreements.** The trainee shall demonstrate a fundamental knowledge of appropriate state and local agreements as they relate to flight operations.

o. **Survival and First Aid Procedures.** The trainee shall demonstrate a fundamental knowledge of survival, use of survival equipment, and basic self-help first aid procedures.

p. **Safety.** The trainee shall thoroughly understand safety considerations and their importance to mission operations.

*q. **Transport Mission Procedures.** The trainee shall demonstrate a thorough understanding of procedures and reports associated with transport missions (blood, organ, tissue, etc.).

r. **Scanning Techniques and Sighting Characteristics.** The trainee shall demonstrate a thorough understanding of applicable scanning techniques and sighting characteristics, including:

- (1) Scanning patterns.
- (2) Lighting conditions.
- (3) Visual clues.
- (4) Wreckage patterns.
- (5) Reducing fatigue effects.

3. Intensive flight training covering operational mission procedures is required to ensure the proficiency of CAP Mission Observers and Scanners. All flight training shall be conducted by qualified and experienced Mission Observers (Mission Pilots may conduct Observer/Scanner flight training). Flight training is to attain the specified level of proficiency, thus minimum training hours for flight training activities are not specified. The following syllabus outlines the minimum training required. (NOTE: Items marked with an "*" are not required for scanners.)

a. **Visual Search Procedures.** The trainee shall proficiently conduct each of the following visual search procedures.

- (1) Track line (route) search.
- (2) Parallel track search.
- (3) Creeping line search.
- (4) Expanding square search.
- (5) Contour search.
- (6) Mountainous terrain procedures (if applicable).

b. **Electronic Search Procedures.** The trainee shall demonstrate proficiency in conducting each of the following electronic search procedures.

- (1) Wing shadow method.
- (2) Aural search.
- (3) Use of direction finding equipment.
- (4) Mountainous terrain procedures (if applicable).

c. **Coordination with Ground Teams/Air-ground Signals.** The trainee shall demonstrate proficiency in directing ground teams along a desired route to a specified objective, both with and without radio communications, and correctly receive and send signals to a ground team.

*d. **Navigation and Position Determination.** The trainee shall demonstrate proficiency in conducting precise low-altitude navigation and position determination, both with and without the use of electronic navigation aids.

e. **Air Crew Coordination.** The trainee shall demonstrate proficiency in working with the assigned air crew members.

GROUND TEAM LEADER TRAINING GUIDE

1. Proper qualification and training of CAP personnel as Ground Team Leaders is essential to the safety and efficiency of mission ground team operations. The following information provides a general outline for accomplishment of training required for qualification as a Ground Team Leader. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Ground Team Leader, but rather provides an overview of the vast responsibilities carried by the Ground Team Leader.
2. Classroom instruction covering the applicable material outlined below, along with extensive previous ground team experience, is required prior to issuance of a Specialty Qualification Training Card containing the Ground Team Leader specialty. Since a Ground Team Leader must have previous qualification as a Ground Team Member, material contained in that specialty is generally not repeated in this outline. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.
 - a. **Team Management.** The trainee shall demonstrate a thorough understanding of all aspects of CAP ground team operations and management practices and procedures including:
 - (1) Team leader responsibilities.
 - (2) Search base setup and operations.
 - (3) Planning and organizing ground team operations.
 - (4) Safety considerations.
 - (5) Logistics requirements and considerations.
 - (6) Fatigue effects.
 - (7) Reporting procedures and requirements.
 - (8) Gathering and using information.
 - (9) Coordination with other agencies.
 - (10) Assistance to law enforcement.
 - (11) Information management.
 - (12) Evaluation of search team results and effectiveness.
 - (13) Interagency cooperation and coordination.
 - b. **Search Coverage and Effectiveness.** The trainee shall understand the factors affecting search effectiveness.
 - c. **Ground Search Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground search techniques and procedures including:
 - (1) Interviewing techniques and evaluation of information.
 - (2) Missing person search procedures.
 - (3) Coordination with dog teams.
 - (4) Search patterns and procedures.
 - (5) State/local laws.
 - (6) Personnel safety considerations.
 - (7) Coordination with air crews (with and without radio).
 - (8) Electronic search techniques (use of DF).
 - (9) Visual search techniques.
 - (10) Use of safety and survival equipment/techniques.
 - (11) Map reading, CAP grid system, and use of compass.
 - d. **Ground Rescue Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground rescue techniques and procedures including:
 - (1) Use of ground rescue equipment and rescue techniques.
 - (2) First aid and emergency treatment.
 - (3) State/local laws.
 - (4) Personnel safety considerations.
 - (5) Evacuation and transport of victims.
 - e. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.
 - f. **State, Local, and Interagency Agreements.** The trainee shall demonstrate a thorough knowledge of appropriate state and local agreements as they relate to mission operations.
 - g. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.
 - h. **Bloodborne Pathogens.** The trainee shall demonstrate a thorough knowledge and understanding of the problems associated with bloodborne pathogens and the need to have specific ground team members trained in protection against bloodborne pathogens.

GROUND TEAM MEMBER TRAINING GUIDE

1. Proper qualification and training of CAP personnel as Ground Team Members is essential to the safety and efficiency of mission ground team operations. The following information provides a general outline for accomplishment of training required for qualification as a Ground Team Member. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Ground Team Member, but rather provides an overview of the responsibilities carried by a Ground Team Member.

2. Classroom instruction covering the applicable material outlined below is required prior to issuance of a Specialty Qualification Training Card containing the Ground Team Member specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Team Member Responsibilities.** The trainee shall demonstrate a thorough understanding of all aspects of CAP ground team operations including:

- (1) Authority and responsibility of team leader.
- (2) Safety considerations.
- (3) Personal equipment requirements and considerations.
- (4) Fatigue effects.
- (5) Reporting procedures and requirements.
- (6) Gathering and using information.
- (7) Assistance to law enforcement.
- (8) Information management.

b. **Search Coverage and Effectiveness.** The trainee shall demonstrate a thorough understanding of the factors affecting search effectiveness.

c. **Ground Search Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground search techniques and procedures including:

- (1) Interviewing techniques and evaluation of information.
- (2) Missing person search procedures.
- (3) Coordination with dog teams.
- (4) Search patterns and procedures.
- (5) State/local laws.
- (6) Personnel safety considerations.
- (7) Coordination with air crews (with and without radio).
- (8) Electronic search techniques (use of DF).
- (9) Visual search techniques.
- (10) Use of safety and survival equipment/techniques.
- (11) Map reading, CAP grid system, and use of compass.

d. **Ground Rescue Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground rescue techniques and procedures, including:

- (1) Use of ground rescue equipment and rescue techniques.
- (2) First aid and emergency treatment.
- (3) State/local laws.
- (4) Personnel safety considerations.
- (5) Evacuation and transport of victims.

e. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.

f. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

g. **Bloodborne Pathogens.** The trainee shall demonstrate a thorough knowledge and understanding of the problems associated with bloodborne pathogens and the need to have specific ground team members trained in protection against bloodborne pathogens.

INFORMATION (PUBLIC AFFAIRS) OFFICER TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission media relations is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as an Information Officer. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as an Information Officer, but rather provides an overview of the vast responsibilities carried by a Ground Team Member.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Information Officer specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Mission Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission practices and procedures including:

- (1) Mission opening and initialization.
- (2) Search base setup and operations.
- (3) Planning and organizing mission operations.
- (4) Safety considerations.
- (5) Logistics requirements and considerations.
- (6) Fatigue effects.
- (7) Reporting procedures and requirements.
- (8) Gathering and using information.
- (9) Coordination with other agencies.
- (10) Mission closing and/or suspension.
- (11) Assistance to law enforcement.
- (12) Information management.
- (13) Evaluation of search team results and effectiveness.
- (14) Continuation planning.
- (15) Interagency cooperation and coordination.

b. **Media Relations.** The trainee shall demonstrate a thorough understanding of CAPM 190-1 and the various factors and methods to be used in dealing with the media.

c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.

d. **OPLAN 1000, SCATANA, and SARDA Operations.** The trainee shall demonstrate a thorough understanding of CAP operational mission activities outlined in CAP OPLAN 1000, SCATANA procedures, and SARDA operations.

- (1) Concept of operations.
- (2) Reporting requirements and procedures.
- (3) Flight clearance and procedures.

e. **State, Local, and Interagency Agreements.** The trainee shall demonstrate a thorough knowledge of appropriate state and local agreements as they relate to mission operations.

f. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

FLIGHT LINE OFFICER TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission flight line activities is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as a Flight Line Officer. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Flight Line Officer, but rather provides an overview of the vast responsibilities carried by the Flight Line Officer.
2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Flight Line Officer specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.
 - a. **Flight Line Operations.** The trainee shall demonstrate a thorough understanding of all aspects of CAP Flight line practices and procedures including:
 - (1) Fueling procedures.
 - (2) Search base setup and operations.
 - (3) Planning and organizing flight line operations.
 - (4) Hazards associated with aircraft ground operations.
 - (5) Logistics requirements and considerations.
 - (6) Fatigue effects.
 - (7) Basic aircraft firefighting, particularly engine starting fires.
 - (8) Management of spilled flammable liquids.
 - (9) Procedures for monitoring aircraft starting and taxiing.
 - b. **Flight Line Hand Signals.** The trainee shall demonstrate a thorough knowledge and understanding of flight line hand signals.
 - c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.
 - d. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

COMMUNICATIONS UNIT DIRECTOR TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission communications activities is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as a Communications Unit Director. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Communications Unit Director, but rather provides an overview of the vast responsibilities carried by the Communications Unit Director.
2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Communications Unit Director specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.
 - a. **Mission Management.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission management practices and procedures relating to communications including:
 - (1) Mission opening and initialization.
 - (2) Search base setup and operations.
 - (3) Setup of equipment, antennas, etc.
 - (4) Planning and organizing mission operations.
 - (5) Radio operating procedures.
 - (6) Safety considerations.
 - (7) Logistics requirements and considerations.
 - (8) Fatigue effects.
 - (9) Reporting procedures and requirements.
 - (10) Coordination with other agencies.
 - (11) Information management.
 - (12) Continuation planning.
 - (13) Interagency cooperation and coordination.
 - b. **Wing/Region Communication Plans and Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of the respective wing and region communications plans and implementation procedures.
 - c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.
 - d. **OPLAN 1000 and SCATANA Operations.** The trainee shall demonstrate a thorough understanding of CAP communication procedures relating to operational mission activities outlined in CAP OPLAN 1000 and SCATANA procedures.
 - (1) Concept of operations.
 - (2) Reporting requirements and procedures.
 - e. **State, Local, and Interagency Agreements and Operations.** The trainee shall demonstrate a thorough knowledge and understanding of appropriate state and local agreements and all applicable interagency agreements as each relates to mission communications.
 - f. **FCC Regulations.** The trainee shall demonstrate a thorough understanding of the pertinent FCC regulations and their relationship to mission operations.
 - g. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

RADIO OPERATOR TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission communications activities is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as a Radio Operator. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Radio Operator, but rather provides an overview of the responsibilities carried by the Radio Operator.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Radio Operator specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Radio Communications Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission radio communications practices and procedures including:

- (1) Radio operating procedures.
- (2) Safety considerations.
- (3) Reporting procedures and requirements.
- (4) Message handling procedures.
- (5) Use of radio equipment.

b. **Wing/Region Communication Plans and Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of the respective wing and region communications plans and implementation procedures.

c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.

d. **FCC Regulations.** The trainee shall demonstrate a thorough understanding of the pertinent FCC regulations and their relationship to mission operations.

e. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

PROCEDURES FOR COUNTERDRUG ORIENTATION

This attachment provides wing (and region) counterdrug officers with a step-by-step guide to scheduling and conducting an orientation session that meets the intent of agreements between CAP and the supported law enforcement agencies (customer).

1. The wing (or region) commander and customer agree on need for initial or additional crews/support personnel. The HQ CAP/DOC has final approval authority concerning need for additional personnel. If both USCS and DEA training is desired, training will preferably be scheduled for the same day to conserve funds. Training for each agency should last only about three hours, allowing members to travel to and from the site on the same day. Normally, wings (or regions) conduct only one orientation per year for each customer.
2. Members complete CAP Form 83. The wing (or region) commander, or designee, approves the CAP Form 83 after checking member eligibility. Forms for the DEA program are submitted to the state Domestic Cannabis Eradication/Suppression Program (DEA DCE/SP) coordinator. After screening is complete, forward the certified cover letter and CAP Forms 83 to HQ CAP/DPPX. Forms for the USCS program are forwarded via cover letter to HQ CAP/DPPX or to the local USCS agent, if the agent agrees to conduct the screening (then to DPPX after screening is completed locally). For both DEA and USCS, all forms are transmitted via a cover letter that lists each individual's name, SSAN, date of birth, and driver's license number. Normally, all applications should be completed and names screened by USCS or DEA before the proposed orientation.
3. DEA or USCS screen members and certify eligibility on a cover letter. (NOTE: The USCS or DEA may refuse to approve any person for this program. They will not provide reason(s) for their disapproval. The CAP National Headquarters has no control over the screening process.)
4. Notify (preferably in writing) the following individuals of the proposed training date:
 - a. Region counterdrug director.
 - b. Wing liaison officer.
 - c. Local DEA or USCS agent.
 - d. HQ CAP/DOC.
5. The HQ CAP/DOC will contact the USCS National Aviation Center to schedule qualified USCS personnel to conduct the course. All DEA DCE/SP coordinators in each state are qualified to handle orientations. The region counterdrug director and wing liaison officer/NCO (or CAP Reserve Assistance Program personnel when approved by HQ CAP/DOC) must attend the orientation. If the orientation is approved and supported by the USCS National Aviation Center, HQ CAP/DOC will issue a mission number to the region counterdrug director.
6. Notify appropriate members of orientation. Notification should be by invitation only to preclude members arriving for orientation who are not screened or qualified. For reimbursement of automobile or aircraft expenses, members are normally required to live within 500 miles of the training site (unless specific exemptions are approved in advance by HQ CAP/DOC). Holders of CAP Form 101CN may attend at any time on a space-available basis.
7. Members register using a Counterdrug Orientation Attendance Roster, CAP Form 81, after presenting all of the following identification to the region/wing counterdrug officer (may be waived at the discretion of the region counterdrug director, DEA/USCS agent, or wing liaison officer if the member's identity and qualification can be established by other means):
 - a. Picture ID.
 - b. Current CAP membership card.
 - c. Current CAP Form 101.

The region/wing counterdrug officer/director will verify each individual's name is on the roster or other documentation provided by HQ CAP/DPPX. Persons not on the roster or other documentation should not be admitted to the orientation unless the region counterdrug director, wing liaison officer, and USCS/DEA agent all agree to allow admission.

8. Either before or at the conclusion of the orientation (at the USCS/DEA agent's discretion), each member will complete and sign the Counterdrug Orientation Attendance Roster, CAP Form 81. The CAP Form 81 contains the counterdrug mission Non-disclosure Agreement and therefore is a sworn document.

9. The Counterdrug Orientation Attendance Roster, CAP Form 81, is signed by the wing (or region) commander, or designee, and the USCS/DEA agent providing the training. The wing (or region) counterdrug officer/director forwards the CAP Forms 81 to HQ CAP/DPPX for processing. Copies of CAP Forms 81, 83, and Statement of Understanding/Non-Disclosure Agreement are not required to be filed in the member's personnel records. If these documents are currently on file in the member's records, they may be retained if desired.

10. CAP Form 101CN cards will be mailed to the wing (or region) commander, or designee, who makes the final decision concerning issuance.

NOTE: Members will automatically be rescreened for each agency approximately every 24 months. Rescreening for both agencies is not always simultaneous. No action is required by the member, wing, or region for the rescreening process.

NOTE: Once members have received orientation, there is no recurring requirement to attend another orientation by the same agency that previously provided an orientation.

11. Common pitfalls:

- a. Are applicants submitted on CAP Forms 83 current members? At least 10% of all CAP Forms 83 received are returned because the applicants are not current or have never been members.
- b. For USCS applicants: Is a cover letter submitted with each applicant's name, SSAN, DOB, and driver's license number? Less than 50% of the CAP Forms 83 received meet this requirement.
- c. For DEA: Did the DEA agent sign the screening list? The letter to the DEA agent from the wing counterdrug officer will suffice if signed by the DEA agent.
- d. Are questions 16 through 19 on the CAP Forms 83 completely answered? Well over 20% of the forms are returned for this reason.
- e. Has the wing or region commander (or designee) signed all the CAP Forms 83? Over 15% returns.
- f. Is the CAP Form 81 legible? If neither the name or SSAN is legible, a 101CN card can not be issued.
- g. Is the CAP Form 81 signed properly? The applicant, the wing or region commander (or designee), and the appropriate agent must sign.
- h. Is the CAP Form 81 sent to National Headquarters in a timely manner? The average time from date of orientation to receipt of paperwork at National Headquarters was 24 days for the first half of 1995.
- i. The CAP wing attempts to schedule an orientation with a USCS agent. This must be coordinated between HQ CAP/DOC and USCS National Aviation Center.

Customs: _____ DEA/USFS _____ Crew Position _____		CIVIL AIR PATROL COUNTERDRUG APPLICATION (This form is subject to the Privacy Act of 1974, see reverse)		Date: _____ (mm/dd/yy)	
INSTRUCTIONS Fill in all items. If the answer is "no" or "none", so state. If additional space is needed, use an additional sheet of paper.					
1. NAME (Last, First, & MI) (Please Print)			2. HOME ADDRESS:		
3. Have you ever been known by any other name? If so, specify.			STREET:		
			CITY: STATE: ZIP:		
4. SOCIAL SECURITY NUMBER		5. PLACE OF BIRTH		6. DATE OF BIRTH	
7. HOME PHONE NUMBER		8. BUSINESS PHONE NUMBER		9. MALE _____ FEMALE _____	
10. DRIVER'S LIC NO. & STATE					
11. LIST RESIDENCES DURING THE LAST 3 YEARS BELOW, IN REVERSE ORDER. BEGIN AT THE TOP WITH YOUR PRESENT ADDRESS.					
DATES					
FROM	TO	NUMBER AND STREET		CITY	COUNTY ST
12. Have you ever served in the U.S. Armed Forces? YES _____ NO _____			13. Type of Discharge : HONORABLE _____ OTHER _____ If "OTHER" is checked, explain on a separate sheet and attach.		
14. U. S. CITIZEN YES _____ NO _____ NATURALIZED _____ CERTIFICATE NO. _____ ALIEN COUNTRY OF BIRTH _____ REGISTRATION NO. _____					
15. EMPLOYMENT: Current Employer _____ Employer Address _____ Date Employed _____ Type of Work _____					
16. Have you ever applied for an identification card with the Customs Service? NO _____ YES _____ (If yes, explain, in detail, on separate sheet and attach.)					
17. Do you now use or have you within the past year used any substance listed or any controlled substance that was not prescribed by a physician? NO _____ YES _____ (If YES, list the substance(s), and explain on separate sheet.) MARIJUANA _____ COCAINE _____ HEROIN _____ HASHISH _____ LSD _____ OTHER SUBSTANCES _____ (LIST EACH)					
18. ARREST: Have you ever been arrested _____, taken into custody _____, held for investigation _____, questioned by any law enforcement agency _____? (Indicate YES or NO in each block) If YES, a full explanation, including date(s), reason and outcome, on a separate page, is REQUIRED!					
19. Have you applied for an FBI fingerprint screening with CAP? YES _____ NO _____					

* * * * PRIVACY ACT STATEMENT * * * *

Authority for Collecting Information: E. O. 10450; U.S.C. 1303-1305; 42 U.S.C. 2165 AND 2455; 22 U.S.C. 258 and 2519; 3301, 19 U.S.C. 1551, 1565, 1641; 19 CFR 122.42.

PURPOSE AND USE: Information provided on this form will be used to obtain information regarding your activities in connection with an investigation to determine:

1. Clearance to perform service for the Federal Government.
2. Security clearance or access.

The information obtained may be furnished to third parties as necessary in the fulfillment of official duties

EFFECT of NONDISCLOSURE: Furnishing the required information is voluntary, but failure to provide all of the information for clearance or access, may result in the termination of your consideration for clearance.

I CERTIFY I HAVE READ THE STATEMENT OF UNDERSTANDING AND THE PRIVACY ACT STATEMENT ABOVE. THE STATEMENTS MADE BY ME ON THIS FORM ARE COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY FALSE STATEMENT IN THIS APPLICATION MAY BE PUNISHED UNDER TITLE 18 U.S.C. 1001.

Applicant Signature _____ Date _____

(PLEASE SIGN WITH INK)

_____ Date _____

[illegible]